

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	USNH-02-07
		募集締切日： Closing Date	18 Jan 07
		発行日： Date of Issue	5 Jan 07
1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LAD <u>3</u>) Office Automation Clerk #606 (オフィスオートメーションクラーク) Acceptable trainee level: <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance
2.部隊 Activity U.S. Naval Hospital, Yokosuka (USNH) Directorate for Administration Managed Care Department Health Benefit Division 勤務場所 Working Place: 横須賀市泊町 Tomaricho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input checked="" type="checkbox"/> 常用 Permanent	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Monday - Friday 勤務時間・休憩 Work Hours/Recess Period: 0730-1615 / 1130-1615 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties <p style="text-align: center;">See attached.</p>			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level. b. Knowledge of policies, regulations and procedures of the TRICARE. c. Knowledge of customer service concepts and practices. d. Knowledge of office automation hardware and software applications to update and maintain databases. e. Skill in operating personal computer such as Microsoft Word, Excel, Access and Outlook. f. Ability to interpret oral statements from English into Japanese and vice versa. g. Ability to speak, read, and write English at fluent proficiency level (LAD-3). h. Ability to speak, read, and write Japanese at native language level. Handicapped applicants may be accepted, depending on the degree and kind of disability. 英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background :		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents	職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience * の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証／証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy	

9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、深夜 0100 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC: Civilian Personnel Division	軍電 (DSN) 243-8652
PD No.: USNH-141-008	PD is accurate and current. Certified by Activity: ys HRO: kw 1/5

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

6.職務内容 Duties (USNH-02-07)

Maintains and supports beneficiaries and providers through locating routine outpatient care at Japanese medical treatment facilities. This includes developing and maintaining both formal and informal relationships with Japanese medical facilities across a wide range of specialty care. Duties of this position include:

1. Accompanies patients and acts as interpreter during patient appointments, facilitating clear and concise two-way communication between the non-Japanese patient and the Japanese provider. (35%)
2. Receives consults for routine specialty care via the USNH Case Manager. Confers with the providers who wrote the consult to clarify situation. Makes appointments with Japanese medical facility. Provides transportation arrangements with USNH Facilities Management Department, Transportation Division. Maintains binders on all Japanese hospital network facilities. These binders include a variety of information on each facility regarding beneficiary access-to-care, quality of care, cost of care and beneficiary satisfaction with that care. Maintains the Referral Management System (RMS), an automated system used for tracking referred care. Responsibility will include maintenance of system for routine outpatient referred care to Japanese medical facilities. (25%)
3. Provides administrative support to the department as required by supervisor, department LPO/LCPO, Division Officer and Department Head by processing variety of documents using several types of advanced function of office automation software. Facilitate Japanese Airline Systems program; will be responsible for all ticketing, reservations and coordination of outpatient travel within Japan. (20%)
4. Provides, and develops as necessary, beneficiary satisfaction surveys to beneficiaries who received care at Japanese facilities. Consolidates these surveys, inputs the results into a database and provides analysis reports to supervisor concerning results of these surveys. Provides, and develops as necessary, provider satisfaction surveys to providers who referred beneficiaries to Japanese network facilities. These services help determine whether diagnostic test performed at Japanese facilities are satisfactory in quality. Work required selecting most appropriate software for automating survey data based on the characteristics of available software. Uses advanced work processing features to create spreadsheet, fonts, graphics, indices, glossaries, columns, charts, etc. (10%)
5. Provide backup support in claims processing when claims supervisor is on leave or TAD, or if claims supervisor needs additional assistance. This would include assisting beneficiaries to ensure that they acquire/prepare documentation required to expeditiously process claims for reimbursement or payment to civilian hospitals and providers through all medically related program (TRICARE Prime or Standard, Supplemental Care, Military Medical Support Office (MMSO) and other Third Party Insurance.) Provide backup support to the Japanese Health Benefits Advisor (HBA) when Japanese HBA is on leave or TAD, or if Japanese HBA needs additional assistance. This would include advising beneficiaries on health care coverage and obligations. This would require fully understanding all aspects of the TRICARE healthcare benefits, and being able to adequately answer beneficiaries questions about TRICARE. (10%)

Performs other related or incidental duties as assigned.